

**FRESNO, CALIFORNIA  
CLASS SPECIFICATION**

**MAINTENANCE AND OPERATIONS SUPERVISOR**

**FLSA STATUS:**

Exempt

**CLASS SUMMARY:**

The Maintenance and Operations Supervisor is the fifth level in a five level Maintenance and Operations series. Incumbents are responsible for supervising entry, semi-skilled, skilled, and journey level maintenance and operations staff, coordinating maintenance and operations activities, and participating in operational management activities.

The Maintenance and Operations Supervisor is distinguished from the Maintenance and Operations Specialist by its first-line supervisory responsibilities.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

- |    |  |               |
|----|--|---------------|
| 1. | Supervises maintenance and operations staff including prioritizing and assigning work; conducting performance evaluations; coaching; ensuring staff are trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring and disciplinary recommendations.  | Daily<br>15%  |
| 2. | Supervises the daily operations in assigned area of responsibility, which includes: planning, coordinating, administering, and evaluating projects, processes, procedures, systems, and standards; developing and coordinating work plans; inspecting in-progress and completed work to ensure conformance with established standards; participating in the development of goals and objectives; and ensuring compliance with applicable Federal, State, and local laws, regulations, codes, and/or standards. | Daily<br>20%  |
| 3. | Identifies, responds to, and resolves issues and concerns from customers or related to safety issues.  | Daily<br>20%  |
| 4. | Prepares and maintains a variety of records, files, reports, work orders, and/or other related information related to operational activities for assigned department and/or division.  | Daily<br>10%  |
| 5. | Assists maintenance and operations employees with complex trades activities and/or maintenance jobs.   | Daily<br>5%   |
| 6. | Promotes and advances safety and efficiency of equipment by coordinating inspections, repairs, maintenance, and the operation of equipment and vehicles.   | Daily<br>5%   |
| 7. | Supervises, coordinates, and monitors the work of external contractors performing work for the City.   | Weekly<br>10% |

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<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>
8.	Participates in/on a variety of board meetings in order to receive and convey information.	Weekly 5%
9.	Prepares and processes purchase orders and requests for expenditures related to tools, parts, equipment, and supplies within established guidelines.	Weekly 5%
10.	May participate in the preparation of specifications and obtains quotes for jobs and equipment in assigned area of responsibility.	Varies 0 – 5%
11.	Receives, prioritizes, dispatches, and oversees calls for emergency services.	
12.	Performs other duties of a similar nature or level.	As Required

**POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:**

Positions assigned to Building Services and Property Maintenance may be responsible for:

- Coordinating facility use and special events at City Hall and other city facilities;
- Procuring and installing furniture;
- Overseeing space planning, design, specification, installation, and reconfiguration of interior furnishings;
- Conducting final inspection of completed projects;
- Providing technical administrative support to City or departmental management;
- Developing project budgets;
- Coordinating and participating in the removal of hazardous materials;
- Determining appropriate levels and methods of site security and pest control.

Positions assigned to Public Utilities may be responsible for:

- Participating in route planning and scheduling.

Positions assigned to Parks and Recreation may be responsible for:

- Documenting incidents of park vandalism and preparing related paperwork.

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#### **POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:**

Positions assigned to Transit may be responsible for:

- Overseeing and monitoring bus driver compliance with specified routes and schedules;
- Investigating service interruptions;
- Performing minor maintenance on buses and related equipment;
- Transporting minors to a safe place;
- Supervising, monitoring, and coordinating the control of radio communications;
- Implementing route detours due to traffic accidents, emergency personnel actions, and road construction.

#### **Training and Experience** (positions in this class typically require):

- Bachelor's Degree in related field

OR

- Five years experience in specialized operations, including two years lead or supervisory experience is required;

OR

- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **Licensing Requirements** (positions in this class typically require):

- Valid State of California Driver's License, Class C;

Some positions, based on assignment, may require:

- Valid State of California Driver's License, Class A or B, with related endorsements.
- One or more licenses or certifications related to the specific technical discipline may be required, preferred, or desirable.
- An extensive background investigation.

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#### **Knowledge** (position requirements at entry):

Knowledge of:

- Supervisory principles and practices
- Applicable tools and equipment utilized in maintenance and operations activities
- Advanced theories, principles, and practices in assigned area of responsibility
- Project management techniques and methods
- Procurement principles and practices
- Inventory management principles and practices
- Applicable Federal, State, and local laws, codes, and regulations
- Recordkeeping principles and practices
- Safe work regulations and practices

#### **Skills** (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Prioritizing and assigning work
- Training employees in proper work methods
- Managing projects
- Monitoring the work of external contractors
- Using and maintaining applicable tools, equipment, vehicles, and hardware and software related to job duties
- Preparing, analyzing, and maintaining operational records
- Estimating time, materials, tools, and equipment requirements for jobs
- Purchasing materials, equipment, and supplies
- Interpreting, applying, and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Reading and interpreting blueprints, schematics, and/or other technical drawings related to job duties
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business/organizations, elected and appointed officials, etc. sufficient to exchange or convey information and give and/or receive work direction

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#### **Physical Requirements:**

Positions in this class typically require: Feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises and travel.

#### **Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

#### **Classification History:**

Draft prepared by Fox Lawson and Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008